

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3530.1C
Effective Date:
January 12, 2009
Expiration Date:
January 12, 2014

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

Subject: NASA Pay and Compensation Policy

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) |
[Chapter12](#) | [Chapter13](#) | [Chapter14](#) | [Chapter15](#) | [Chapter16](#) | [Appendix](#) |
[ALL](#) |

Preface

P.1 Purpose

- a. This document establishes policy, responsibilities, and procedural requirements for pay and compensation at the National Aeronautics and Space Administration (NASA).
- b. This NASA Procedural Requirements (NPR) is to be used in conjunction with applicable statutory and regulatory requirements. Center Human Resources Offices should be consulted for information and guidance on pay and compensation matters.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities. Unless otherwise indicated, use of the word Center(s) in the text of the NPR includes NASA Headquarters, and any reference to Center Director(s) includes the Executive Director, Headquarters Operations, and the Director, NASA Shared Services Center (NSSC).
- b. The Office of the Inspector General has statutory independence and may create a separate pay and compensation policy that more effectively meets its mission requirements.

P.3 Authority

- a. The Administrator and Deputy Administrator retain the authority to approve actions covered by this NPR for employees in the Office of the Administrator. The Administrator may delegate authority to the Associate Administrator for Institutions and Management to approve actions covered by this NPR for Senior Executive Service (SES), Senior Leader (SL), Senior Technical (ST), and NASA Excepted (NEX) employees. The current state of the delegation of authority by the Administrator is reflected in memoranda dated October 20, 2005 and August 15, 2007. The Administrator has the authority to revise these delegations at any time.
- b. 5 United States Code (U.S.C.), Government Organization and Employees.
- c. 29 U.S.C. 201, Fair Labor Standards Act of 1938.

P.4 Applicable Documents

- a. 5 U.S.C. Part III, Subpart D, Chapter 53, Pay Rates and Systems.
- b. 5 U.S.C. Part III, Subpart D, Chapter 55, Pay Administration.
- c. 5 U.S.C. Part III, Subpart D, Chapter 57, Travel, Transportation, and Subsistence.
- d. 5 U.S.C. Part III, Subpart I Chapter 98, National Aeronautics and Space Administration (NASA Workforce Flexibility Act of 2004).
- e. 5 U.S.C. § 5379, Student Loan Repayments.
- f. 29 U.S.C. § 201, Fair Labor Standards Act of 1938.
- g. 41 U.S.C. § 433, Acquisition Workforce, Subsection (g), Qualification Requirements.
- h. P.L. 101-509, Federal Employees Pay Comparability Act (FEPCA) of 1990.
- i. P.L. 108-411, The Federal Workforce Flexibility Act of 2004.
- j. P.L. 109-313, General Services Administration Modernization Act.
- k. P.L. 110-181, National Defense Authorization Act (NDAA) for Fiscal Year 2008.
- l. 5 CFR Part 530, Pay Rates and Systems (General).
- m. 5 CFR Part 531, Pay Under the General Schedule.
- n. 5 CFR Part 532, Prevailing Rate Systems.
- o. 5 CFR Part 536, Grade and Pay Retention.
- p. 5 CFR Part 537, Repayment of Student Loans.
- q. 5 CFR Part 550, Pay Administration (General).
- r. 5 CFR Part 551, Pay Administration Under the Fair Labor Standards Act.
- s. 5 CFR Part 553, Reemployment of Civilian Retirees to Meet Exceptional Employment Needs.
- t. 5 CFR Part 575, Recruitment, Relocation, and Retention Incentives; Supervisory Differentials; and Extended Assignment Incentives.
- u. 41 CFR Part 302, Relocation Allowances.

- v. Office of Federal Procurement Policy (OFPP) Letter 05-01, Developing and Managing Acquisition Workforce, April 15, 2005.
- w. NASA Policy Directive (NPD) 3000.1, Management of Human Resources.
- x. NPR 3430.1, NASA Employee Performance Communication System (EPCS).
- y. Office of the Administrator Memorandum, dated October 20, 2005, Subject: Authority to Take Certain Personnel Actions.
- z. NASA Desk Guide on the NASA Flexibility Act of 2004, NASA Office of Human Capital Management (OHCM).

P.5. Measurement/Verification

Program compliance with the requirements of this NPR shall be evaluated through the following means:

- a. The AA, OHCM will conduct periodic on site and program reviews to ensure program compliance within the OHCM's area of responsibility.
- b. The NASA Center Human Resource Directors shall conduct periodic internal reviews to assess compliance with applicable regulatory and NASA policies regarding compensation matters.
- c. OHCM personnel and Center HR personnel shall maintain and safeguard all records and documents in accordance with applicable regulatory and policy guidance.

P.6 Cancellation

This NPR cancels NPR 3530.1A, Pay Policy and Allowances, dated July 22, 2003.

/s/

Thomas S. Luedtke
Associate Administrator for
Institutions and Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) |
[Chapter11](#) | [Chapter12](#) | [Chapter13](#) | [Chapter14](#) | [Chapter15](#) |
[Chapter16](#) | [Appendix](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) |
[Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
